

STAT

Approved For Release 2003/03/10 : CIA-RDP82-00357R000900010005-1

Approved For Release 2003/03/10 : CIA-RDP82-00357R000900010005-1

Official Record Copy

Office of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY

18 JAN 1977

This Notice is Current Until Rescinded

PERSONNEL

10 January 1977

STATINTL

SUPERVISION AND EVALUATION OF NEW AGENCY EMPLOYEES

It is Agency policy of long-standing that supervisors at all echelons are responsible for the proper utilization and evaluation of personnel assigned to their respective jurisdictions. The purpose of this notice is to stress the importance management places on the vital responsibilities supervisors must assume in orienting, training and assessing new Agency employees. Assignments of persons in their first-year trial period of employment must be monitored and evaluated with particular care, as a service to them and the organization.

Rating officials will annually identify supervisors of new Agency employees and evaluate them on the manner in which they orient, train and assess. Operating officials are responsible for ensuring compliance with this notice.

[Redacted Signature]

E. H. Knoche

Deputy Director of Central Intelligence

STAT

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY